

Board Meeting Minutes
February 13, 2018
2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:01 P.M.	
2	Approve the agenda without corrections	Approved
4	Approval of Minutes –January 9, 2018 board meeting.	Approved
5a	Accept annual audit.	Roll call-Approved
5b	Approve, for Public Library Association Biannual Conference in Philadelphia, Pennsylvania, pre-travel reimbursement costs of: Linda McDonnell \$1,104.18 (estimated room total is for 4 nights at \$239.00 per night with 15.50% tax). If for any reason should Trustee McDonnell not attend the conference, the travel expenses reimbursement shall be returned in full to the Library District. Trustee McDonnell will have additional travel expenses to be reimbursed post conference.	Roll call-Approved
5c	Approve Payment of Bills – January 2018 in the amount of \$155,131.19	Roll call-Approved
5d	Approve financial statements – January 2018.	Roll call-Approved
7b	Enter closed session at 6:46 P.M. in accordance with 5ILCS 120/2(c)(11) Litigation...when the public body finds that an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed session.	Roll call-Approved
7b	Return to open session at 6:55 P.M.	Roll call-Approved
8a	Move to approve Ms. Julie Willaredt be appointed to the Six Mile Regional Library District board of trustees and be seated at the March 13, 2018 regular board meeting.	Roll call-Approved
8b	Enter closed session at 7:10 P.M. in accordance with 5ILCS 120/2c1 the appointment, employment, compensation, discipline, performance, or dismissal of specific employees...	Roll call-Approved
8b	Return to open session at 7:32 P.M.	Roll call-Approved
8b	Move to rate the Executive Director's performance as excellent and honor her contract accordingly.	Roll call-Approved
9a	Move that the following executive session minutes be released and to destroy the recordings in accordance with law 5ILCS 120/2c 2 from September 8, 2015 (collective negotiation matters) 5ILCS 120/2c 1 from January 12, 2016 (director evaluation)	Roll call-Approved
9a	Move that the following executive session minutes REMAIN SEALED in accordance with law 5ILCS 120/2c 11 from September 13, 2016 (pending litigation) 5ILCS 120/2c 11 from November 8, 2016 (probable litigation) 5ILCS 120/2c 1 from November 8, 2016 (director evaluation) 5ILCS 120/2c 11 from January 10, 2017 (pending litigation) 5ILCS 120/2c 1 from January 10, 2017 (director evaluation) 5ILCS 120/2c 11 from April 11, 2017 (probable litigation) 5ILCS 120/2c 11 from May 9, 2017 (probable litigation) 5ILCS 120/2c 3 from August 12, 2017 (fill a public office) 5ILCS 120/2c 11 from September 12, 2017 (probable litigation) 5ILCS 120/2c 11 from October 17, 2017 (probable litigation) 5ILCS 120/2c 11 from November 14, 2017 (probable litigation) 5ILCS 120/2c 11 from December 12, 2017 (probable litigation) 5ILCS 120/2c 1, 5, & 11 from January 9, 2018 (performance of specific employee, land acquisition, and probable litigation)	Roll call-Approved
12	Adjournment of the board meeting at 7:40 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:01 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Linda McDonnell	Secretary
Mr. Marc Griffin	Treasurer
Mr. Dewey Melton	Trustee

Members Absent:

Ms. Mary Jo Akeman	Vice President
--------------------	----------------

Others Present:

Ms. Tina Hubert	Executive Director
Mr. Tallin Curran	IT & Facilities Manager
Ms. Kari Fischer	Administrative Assistant
Ms. Stacy Bond	Accountant
Mr. Dean Salvatore	Scheffel Boyle CPA
Mr. Joshua Goodnick	Scheffel Boyle CPA

2. Changes to the Agenda

Motion: McDonnell Second: Melton

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. Public Comments – None

4. Approval of Minutes

Motion: Melton Second: McDonnell

APPROVE THE MINUTES OF THE JANUARY 9, 2018 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

5. Financial

a. Presentation of Annual Audit

Motion: Griffin Second: Melton

ACCEPT ANNUAL AUDIT.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried

CPAs Dean Salvatore and Joshua Goodnick left the meeting.

b. Approve Trustee Travel Expense Reimbursement for PLA Conference

Motion: Melton Second: Griffin

APPROVE, FOR PUBLIC LIBRARY ASSOCIATION BIENNIAL CONFERENCE IN PHILADELPHIA, PENNSYLVANIA, PRE-TRAVEL REIMBURSEMENT COSTS OF: LINDA MCDONNELL \$1,104.18 (ESTIMATED ROOM TOTAL IS FOR 4 NIGHTS AT \$239.00 PER NIGHT WITH 15.50% TAX). IF FOR ANY REASON SHOULD TRUSTEE MCDONNELL NOT ATTEND THE CONFERENCE, THE TRAVEL EXPENSES REIMBURSEMENT SHALL BE RETURNED IN FULL TO THE LIBRARY DISTRICT. TRUSTEE MCDONNELL WILL HAVE ADDITIONAL TRAVEL EXPENSES TO BE REIMBURSED POST CONFERENCE.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
------------	--------	-------------	-----

Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried

c. Approve Payment of Bills

Motion: Griffin Second: McDonnell

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: JANUARY 2018 IN THE AMOUNT OF \$155,131.19.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried

d. Approve Financial Statements

Motion: Griffin Second: Melton

ACCEPT THE FINANCIAL STATEMENTS FOR JANUARY 2018 AS PRESENTED.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

6. Correspondence

- Copies of 11 SMRLD Incident Reports
 - Copy of 5 banned letters
 - Copy of 1 warning letter
- Copies of SMRLD items appearing in the media
- Copies of a Google My Business Post
- Copy of the Illinois State Library Guide to the Secretary of State Literacy Effort

7. Director's Report

- Approximately \$15,000 of fines were waived on Juvenile Overdue Items
- Over the past two Saturdays twenty-four tax returns have been completed with about fifty more appointments currently scheduled
- Confirmation of the 2017 Levy was received via fax
- A letter was sent to the CEO & President of Riverbend Headstart & Family Services regarding the Delmar Avenue staff parking lot
- Metro East Legislative Meet-up is Friday, February 23 at the Sunset Hills Country Club, Edwardsville, IL
- Illinois Heartland Library System has a new SHARE Director, Cassandra Thompson
- SMRLD is listed as a Super Saturday site on the Gateway EITC Community Coalition website

a. Human Resources/Personnel

Mr. James, part-time Johnson Road Custodian retired

b. Facilities & Operations

Motion: Griffin Second: McDonnell

ENTER CLOSED SESSION AT 6:46 P.M. IN ACCORDANCE WITH 5ILCS 120/2(C)(11) LITIGATION...WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT IN WHICH CASE THE BASIS

FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED SESSION.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

Motion: Melton Second: Griffin

RETURN TO OPEN SESSION AT 6:55 P.M.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

8. Unfinished Business

a. Open Board Seats

Director Hubert presented a history of the library district's board seats spreadsheet

Motion: Griffin Second: Melton

MOVE TO APPROVE MS. JULIE WILLAREDT BE APPOINTED TO THE SIX MILE REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AND BE SEATED AT THE MARCH 13, 2018 REGULAR BOARD MEETING.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

b. Executive Director Evaluation

Motion: Melton Second: McDonnell

ENTER CLOSED SESSION AT 7:10 P.M. IN ACCORDANCE WITH 5ILCS 120/2(C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES...

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

Motion: Melton Second: McDonnell

RETURN TO OPEN SESSION AT 7:32 P.M.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

Motion: Melton Second: McDonnell

MOVE TO RATE THE EXECUTIVE DIRECTOR'S PERFORMANCE AS EXCELENT AND HONOR HER CONTRACT ACCORDINGLY.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

9. New Business

a. Secretary's Review of Closed Meeting Minutes

Motion: McDonnell Second: Melton

MOVE THAT THE FOLLOWING EXECUTIVE SESSION MINUTES BE RELEASED AND TO DESTROY THE RECORDINGS IN ACCORDANCE WITH LAW

5ILCS 120/2C 2 FROM SEPTEMBER 8, 2015 (COLLECTIVE NEGOTIATION MATTERS)

5ILCS 120/2C 1 FROM JANUARY 12, 2016 (DIRECTOR EVALUATION)

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

Motion: McDonnell Second: Griffin

MOVE THAT THE FOLLOWING EXECUTIVE SESSION MINUTES REMAIN SEALED IN ACCORDANCE WITH LAW

5ILCS 120/2C 11 FROM SEPTEMBER 13, 2016 (PENDING LITIGATION)

5ILCS 120/2C 11 FROM NOVEMBER 8, 2016 (PROBABLE LITIGATION)

5ILCS 120/2C 1 FROM NOVEMBER 8, 2016 (DIRECTOR EVALUATION)

5ILCS 120/2C 11 FROM JANUARY 10, 2017 (PENDING LITIGATION)

5ILCS 120/2C 1 FROM JANUARY 10, 2017 (DIRECTOR EVALUATION)

5ILCS 120/2C 11 FROM APRIL 11, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 11 FROM MAY 9, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 3 FROM AUGUST 12, 2017 (FILL A PUBLIC OFFICE)

5ILCS 120/2C 11 FROM SEPTEMBER 12, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 11 FROM OCTOBER 17, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 11 FROM NOVEMBER 14, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 11 FROM DECEMBER 12, 2017 (PROBABLE LITIGATION)

5ILCS 120/2C 1, 5 & 11 FROM JANUARY 9, 2018 (PERFORMANCE OF SPECIFIC EMPLOYEE, LAND

ACQUISITION AND PROBABLE LITIGATION)

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

10. Reports

- a. Friends of the Library** – Director Hubert emailed Ms. Roberts and Ms. Mateosian to verify the dates (May 31-June2) of the annual book sale for the upcoming events brochure. Director Hubert distributed copies of the upcoming events brochures to the board.

11. Board Orientation

a. Statement of Economic Interest Filing – Madison County

Trustees and managers' information has been submitted to the Madison County Clerk's Office for SMRLD's list of people required to file a Statement of Economic Interests. Everyone listed should receive an email from the County Clerk's Office with electronic filing instructions.

Motion: Griffin Second: McDonnell

MOVE TO CHANGE THE LOCATION OF THE MARCH 13, 2018 REGULAR BOARD MEETING TO 2001 DELMAR AVENUE AND THE APRIL 10, 2018 REGULAR BOARD MEETING TO 2145 JOHNSON ROAD.

Roll Call:

Ms. Akeman	Absent	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes		

Motion carried.

12. Adjournment

Motion: Melton Second: Griffin

THAT THE MEETING BE ADJOURNED AT 7:40 P.M.

Motion carried.

X



Christopher Hutchings
Board of Trustees President

X



Linda McDonnell
Board of Trustees Secretary

SIX MILE REGIONAL LIBRARY DISTRICT

2001 Delmar Avenue
Granite City, IL 62040
618-452-6238

Submitted for Payment:

February 2018

Accounts Payable: Regions Checks 21601-21630	\$	38,172.19
Accounts Payable: Bank of Edw Checks 1162-1163	\$	204,290.51
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	26,557.15
Payroll (Net Pay)	\$	57,879.31
Payroll (Taxes & Deductions)	\$	25,550.92
TOTAL	\$	361,771.35


Stacy Bond, Accountant

3/8/2018

Date

Approved By:


Tina Hubert, Director

3/13/18

Date


Chris Hutchings, President

3-13-18

Date


Marc Griffin, Treasurer

3-13-18

Date

